

# Department of Philosophy & Comparative Religion

## Personnel Policies and Performance Criteria

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### I. Preamble

The Department of Philosophy & Comparative Religion offers programs in philosophy and comparative religion with the purposes of expanding students' knowledge, improving their critical thinking skills, enhancing their cultural sensitivities, and promoting world citizenship. In order to achieve these goals, it is imperative to recruit and support able and dedicated faculty. The department's personnel policies and performance criteria are to serve this purpose.

These policies and criteria are formulated with reference to three major documents:

- The 2023-2027 Collective Bargaining Agreement between Central Washington University and United Faculty of Central
- The University Faculty Criteria Guidelines for Reappointment, Tenure, Promotion, and Post-Tenure Review, and Merit (March 3, 2014)
- The College of Arts and Humanities Faculty Performance Evaluation Criteria and Guidelines for Reappointment, Tenure, Promotion, and Post-Tenure Review (Revised and adopted June 2023)

These documents will be abbreviated throughout these policies and criteria as, respectively,

- the “CBA”,
- the “University Guidelines”, and
- the “CAH Guidelines”.

## **II. Personnel Policies and Procedures**

The policies and procedures for reappointment, tenure, promotion (RTP) and post-tenure review (Post-TR) are outlined in Article 24, and the policies and procedures for non-tenure-track review are outlined in Article 10 of the CBA. Included is information on criteria, evaluation cycles, eligibility, personnel committee composition, and general procedures.

University and College faculty performance standards for RTP and Post-TR are found respectively in the University Guidelines and the CAH Guidelines, both of which can be found on the “Faculty and Staff Resources” link on the CAH website. All faculty are expected to familiarize themselves with the information included in these documents.

### **A. General Policies**

The mission of the Department of Philosophy & Comparative Religion, in accordance with the mission of the College of Arts and Humanities (CAH) and the mission of Central Washington University (CWU), acknowledges that faculty members contribute to the three areas of faculty work: teaching, scholarship, and service.

In all decisions regarding RTP and Post-TR, faculty members are thus judged in relation to teaching, research and scholarship, and professionally-related service. Teaching is the central element of faculty work in the CWU University Mission. Therefore, teaching will be accorded greater weight than scholarship and service; however, faculty scholarship informs instruction and service and as such we seek not only truly superb teachers, but also teachers who embrace the teacher-scholar model and extend their knowledge beyond the classroom as excellent professional and community servants.

All candidates for RTP, Post-TR, and non-tenure-track review will receive in timely fashion a copy of the year’s Academic Affairs Calendar, which contains the dates of pertinent deadlines. A copy can be found under “Faculty Resources” on the Provost’s website.

All tenure-track or tenured candidates must prepare a Professional Record containing documentation of contributions in each of the three areas of candidacy as described in Sections III-VII.

A candidate may submit for consideration items which do not fit conveniently into any of the

three areas. However, such items should be accompanied by a statement from the candidate explaining why they are relevant.

Candidates may include both solicited and unsolicited letters of support where appropriate and clearly identified as solicited or not. Faculty should not solicit letters from students who are currently enrolled at the university.

The CAH Guidelines (p.4) require that all faculty members up for review prepare a personal statement that makes a detailed case for how they have fulfilled the relevant criteria, including criteria for merit (if applicable).

## **B. Categories of Evaluation**

### **1. Teaching**

As stipulated in Section 17.3.2(a) of the CBA, teaching activities are outlined as follows:

classroom, studio, laboratory, continuing education, online, and distance delivery instruction in regular academic courses with assigned workload units; development and coordination of special undergraduate and graduate seminars; preparation of student materials for classes; preparation of a new course or substantial revision of an older course; general advising of undergraduate students; supervision of student mentorships; supervision of graduate student theses and research/creative projects; supervision of undergraduate theses and research/creative projects; supervision of directed study through individualized courses; non-credit educational programs on- campus or elsewhere; supervision and management of teaching facilities; and other activities benefiting students' academic development.

### *Required Instructional Materials for All Levels of Review*

Course Syllabi. Suggested elements for appraisal:

- Course content and currency
- Pedagogical strategies
- Course outcomes
- Assessment methods
- Student requirements
- Scholarly and/or theoretical underpinnings
- Diversity of student performance opportunities
- Compliance with CWU policy on the content of syllabi, per CWUP 5-90-040(41)

For independent or directed studies, a representative syllabus should be included, in accordance with CAH Guidelines (I.3, p. 9).

SEOs for all courses with more than 5 students; both summary sheets and typed comments must be included. SEOs are one measure of teaching among others; the CAH Guidelines state, "When reviewing SEOs related to reappointment, tenure and promotion, post-tenure review, and promotion, the CAH Diversity and Inclusivity Committee asks that all levels of review (department, college, and administrative) consider that there are systemic biases that could impact the outcome of evaluations.... These influencing elements may not be immediately evident in SEOs, but, as research asserts, they augment SEOI scores negatively. All reviewers should use this information about bias to consciously and intentionally consider these factors when developing recommendations" (I.1.D, pp. 3-4). Reviews should also take into account SEOI response rates. The department will ordinarily expect faculty to reflect on patterns of student feedback in

SEOs, and to indicate changes in their teaching that have been made as a result. If the faculty member believes that no such reflections or changes are warranted, they should indicate why not.

Peer Observation. The College requires peer observation of teaching using multiple measures for all levels of probationary and tenured faculty review. At least two peer observations must be done in each review period, but should not be of the same course or in the same quarter. Peer observations, where possible, should be completed by faculty members senior in rank to the faculty member.

For non-tenure-track faculty, the department requires at least one peer observation every other year.

Additional peer observations may be done at the department's discretion or at the request of the faculty member. Standard departmental forms (see Appendices D and E) will be used to report peer observations and must be included in the candidates' dossiers at the time of formal review.

### *Optional Materials*

- Rubrics and evidence of assessment methods
- Solicited or unsolicited testimonials from former students
- Evidence of mentoring/placement of students
- Evidence of curricular/program changes
- Pedagogical awards
- Evidence of pedagogical training
- Evidence of student recruitment and retention efforts
- Evidence of promotion of classroom and/or curricular diversity

Online instruction will be evaluated on substantially similar criteria as for in-person teaching. These criteria will be applied to all relevant documentation, including syllabi, SEOs, peer observations, etc.

## **2. Scholarship**

As stipulated in Section 17.3.3 of the CBA, scholarship activities are outlined as:

all professional activities leading to publication, performance, or formal presentation in the faculty member's areas of expertise, or leading to external funding recognizing the faculty member's current or potential contribution to the faculty member's areas of expertise. Such activities include: manuscript submission; grant proposal submission; supervision of externally funded research projects; development of patentable inventions; and other original contributions, performances, exhibitions, or concerts appropriate to the faculty member's areas of expertise.

Please refer to the detailed parameters of scholarship in the CAH Guidelines, p. 3.

Faculty must document their scholarship by including evidence of publication or presentation, such as: letter of acceptance, conference program, PDF or link to a journal article, PDF of the title and copyright page to a manuscript.

If a work is not yet published at the time of review, candidates must provide a letter of acceptance from the journal editor or press.

Recognition of scholarly accomplishments (e.g., a university research award), should likewise be included in documentation of Research and Scholarship effectiveness. In order to make the strongest case possible for each level of review (department, college, and the Provost),

faculty are encouraged to provide documentation that attests to the quality of their scholarship, such as letters of support from peers or reviews of publications.

Scholarship may thus be demonstrated by production of scholarly or creative work in the following two categories, as defined by the University Guidelines and CAH Guidelines.

**Category A** includes discipline-recognized products that are formally peer-reviewed and disseminated outside the university, e.g. (quoting the University Guidelines, p. 2):

- refereed journal articles
- research monographs
- scholarly books and chapters
- scholarly creative works or equivalent contributions
- textbooks
- juried exhibitions and performances
- large-scale, major-agency or foundation, peer-reviewed external grants (e.g., NSF, NIH, DOE, ILMS, NEH, NEA) if the faculty member is the principal investigator or co-investigator or co-principal investigator
- published, peer-reviewed conference articles and proceedings

In addition, the department recognizes books edited by faculty members as Category A scholarship.

The department recognizes guest-edited and/or invited editing of journal volumes, outside of one's membership on an editorial board, as scholarship, assignable to either Category A or B depending on the type of scholarly activity involved. The candidate must clearly state in their self-statement why their work meets the criteria of either Category A or B. Support for placing an edited journal volume in Category A may include documents demonstrating peer review; introductions or similar authored material; copies of proposals and proposal reviews; drafts of contributed articles showing substantive editing by the faculty member; dissemination outside the university; quality of the journal; etc.

In cases where a publishing venue is not readily identifiable as belonging to the faculty member's discipline, the faculty member should in their self-statement identify the composition of the publication's editorial board and where it is indexed (in the case of journals), and may include reference to prominent figures in the discipline who have published in that venue. If the personnel committee cannot readily identify a product as belonging to the faculty member's discipline, they must request that the faculty member amend their self-statement as described above.

**Category B** includes formal activities that lead to or support Category A products or scholarly contributions, e.g. (again quoting the University Guidelines, p .3):

- proposal submissions for large-scale, major-agency, peer-reviewed external grants (e.g., NSF, NIH, DOE, ILMS, NEH, NEA) if the faculty member is the principal investigator or co-investigator or co-principal investigator
- smaller-scale funded external peer-reviewed grants, if the faculty member is the principal investigator or co-investigator or co-principal investigator, and if the grant is underway and results have proceeded to accumulate
- other grants and contracts, if the faculty member is the principal investigator and if the grant or contract is underway and results have proceeded to accumulate
- publicly available research and technical papers
- peer-reviewed conference presentations and invited lectures, such as those given at professional conferences or other academic institutions
- textbook chapters

- externally published study guides that have a process for some external review
- book reviews
- encyclopedia entries
- contract reports

In addition, the department recognizes as Category B scholarship externally published articles for a national or international audience that have a process for some external review, including scholarship on teaching and service.

If a piece of scholarship is presented at multiple venues, the presumption is to count those multiple presentations as multiple Category B activities, but faculty members should be aware that there is an expectation that the Category B scholarship will evolve over time, rather than simply being repeatedly presented. If a faculty member is unsure about whether the work should count as distinct Category B activities, they should consult with the department personnel committee and/or the department chair. In cases where the faculty member has multiple Category B activities with the same or similar titles, they must include in their self-statement a justification for counting those activities as distinct pieces of work.

### **3. Service**

As stipulated in Section 17.3.4 of the CBA, service activities are outlined as:

- (a) Public service: such as organized, non-remunerative, educational and consultative activities that relate to a faculty's professional expertise and further the mission, vision, and values of the University.
- (b) University service: such as department chair, director, program coordinator, or governance assignee; accreditation; program development; work on recognized administrative, department, college, school or university committees; work on advancing diversity, equity, inclusion, and belonging; and other tasks as deemed necessary by the University.
- (c) Professional service: such as on grant, journal, or accreditation review boards, or as an ad hoc reviewer, in the faculty's area of expertise; as an officer in a professional society; organizing and/or chairing conferences, symposia, seminars, etc.; and teaching short courses, seminars, etc. that are not regular academic courses.

Note that the department regards non-peer-reviewed lectures given to a non-professional audience or an audience at CWU, such as invited presentations at community organizations or SOURCE, as service.

In addition to formal department committees in which a faculty member participates, department service includes contributing to the tasks necessary to sustain the essential functions of the department and to support one's colleagues. More specifically, faculty members are expected to regularly attend department meetings, respond promptly to emails or other communications from fellow faculty and administrators, and as much as their schedules allow, present guest lectures in another faculty member's class if asked, review teaching materials or perform a peer observation of teaching if asked, participate in recruitment efforts, and attend department-organized academic events. Faculty need not contribute to *all* of these tasks, but each faculty member is expected to contribute to *most* of them whenever possible. A strong departmental community depends on the fair distribution of such activities.

Service may thus be evidenced by:

- Evidence of membership on committees at this university, both inside and outside the department

- Reports of the achievements of committees of which the faculty was a member, indicating the faculty member's particular contributions
- Evidence of committee membership in international, national or regional professional organizations
- Evidence of directing, organizing or co-organizing meetings of professional organizations
- A copy of any funded grant proposal that enriches the curriculum or supports the university/community liaison
- Copies of papers presented to the university or local community
- Evidence of guest lecturing in courses
- Letters of support or appreciation from institutions and groups who have benefited from a faculty member's professional expertise
- University, college or other pertinent service award
- Reviewing manuscripts for professional journals or publishers
- Other pertinent information

### **C. Procedures**

All candidates will submit a Professional Record in support of their candidacy for RTP and Post-TR. The types of materials which one must submit are listed on the Faculty180 Activity log and the departmental guidelines found in Appendix C of this document. It is to be expected that a Professional Record submitted by a first-year candidate for reappointment would not be massive, but it should contain as many of the desired materials as possible. However, a current curriculum vitae and materials documenting teaching, scholarship and service are required for all Professional Records.

The Professional Record must be uploaded into the Faculty180 system. Following the CAH Guidelines, the Professional Record should make a clear case for RTP or Post-TR, which is documented as sharply, specifically, and persuasively as possible. It should include important material in keeping with the above categories; specifically, all SEOs and copies of publications are required. Letters of support should be submitted with the Professional Record rather than sent separately to the Dean. A narrative self-statement is required. The Professional Record will remain on Faculty180 for review by the department chair, the personnel committee, and faculty until the deadline indicated in the year's Academic Affairs Calendar for submitting materials to the Office of the Dean. Section 24.7 of the CBA provides the general procedures for RTP and Post-TR. The candidate is advised to retain a copy of whatever items they have submitted.

### **III. Performance Criteria for Reappointment**

During the probationary period prior to receiving tenure, a candidate is expected to make substantial progress each year in each of the areas of faculty work, creating a pattern of development that should continue during the years after tenure has been received. The candidate will be assigned a faculty mentor and will be expected to meet regularly with the mentor until receiving tenure.

The CAH Guidelines state that "Reappointment reviews are mandatory in the faculty member's second, fourth, and sixth years (typically the mandatory tenure and promotion year), and may be required in the third and/or fifth years" (I.2, p. 4).

In applying for reappointment, the candidate will submit a Professional Record to the

department, providing documentation through Faculty180 of teaching effectiveness, scholarship, and service.

NOTE: It is highly recommended that a new faculty member immediately upon hire prepare folders for collecting documentation in each area of faculty work to assist in the preparation of reappointment Professional Records. Moreover, the faculty member is highly encouraged to keep a copy of each Professional Record to assist them in assembling the Tenure and Promotion Professional Record.

The department recognizes that new faculty may vary in respect to prior experience in the three central areas of teaching, scholarship, and service. The following scenario, assuming a six-year probationary period, is meant to be **suggestive** of a threshold as to the **sorts** of accomplishments that a new faculty member with no prior experience would be expected to have in each year of reappointment. (For probationary periods of fewer than six years, expectations will be proportionate to the number of years.) *This scenario likewise assists a new faculty member in working toward departmental expectations in tenure and promotion, which include evidence of effectiveness in teaching; two accomplishments or equivalent in Category A of scholarship and three accomplishments in Category B of scholarship; and contributions to service within the period of review, to include serving on a university committee or comparable activity, as well as participating on departmental committees as needed.*

**Year One:** The first year would be devoted to learning how to teach effectively in the CWU setting, concentrating on just a few courses, both introductory and advanced. One might also serve on a departmental committee and/or participate in a department, college, or university sponsored extra-curricular event. As time permits, the new faculty should try to keep abreast of developments in one's area of specialization, and, if possible, attend a professional conference to become acquainted with (potentially) new colleagues and perhaps comment on a paper.

**Year Two:** During the second year, one might teach one or two new preparations, begin advising undergraduates, continue service on a department committee and/or contribute to extra-curricular events, serve on a minor university committee, and, additionally, present a paper at a professional conference.

**Year Three:** During the third year, one might publish a book review, revise a previous year's conference paper into a peer-reviewed article for a minor journal, present a paper at a professional conference, give a guest lecture or a colloquium presentation, and work hard at broadening and deepening one's teaching repertoire, in content and/or in variety of pedagogical techniques, while continuing service contributions on departmental and university committees.

**Year Four:** During the fourth year, one might publish a second refereed paper in a major journal, present a paper at a professional conference, and serve on a major university committee.

**Year Five:** During the fifth year, one might publish a third refereed paper in a major journal and (if not already done) revisit one's thesis or dissertation, with a view to publishing it as a book, present a refereed paper at a professional conference, and serve on committees. In this year, preceding eligibility to apply for tenure and promotion, the faculty member should begin reflection not only on their past and present contributions to teaching, scholarship, and service but also give serious thought to future aspirations.

**Year Six:** In one's sixth year, one should have a well-established repertoire in each of the three faculty work areas. In addition to continuing with productivity in each area, one might write an external grant in keeping with research interests. Also in this year, per stipulations of Section 24.4.1 of the CBA, one is eligible for Tenure and Promotion to the rank of Associate Professor.

#### **IV. Performance Criteria for Tenure and Promotion to Associate Professor**

In accordance with Section 24.8.2 of the CBA:

Reviews for tenure will result in one of the following actions:

- (a) Tenured, with promotion to Associate Professor (if the candidate is an Assistant Professor at the time of review)
- (b) Tenured (if the candidate is an Associate or Full Professor at the time of review)
- (c) Denied

*Thus, tenure and promotion to the rank of Associate Professor are simultaneously granted.*

Section 24.4.1 of the CBA stipulates eligibility for tenure and promotion to the rank of Associate Professor:

Only tenure-track faculty who are appointed to the academic rank of assistant professor or higher are eligible for tenure. Eligible faculty members will stand for tenure no later than the sixth (6<sup>th</sup>) year of full-time employment with the University. Extensions may be approved by the Provost for reasons such as major illness, extenuating circumstances, or situations that require a faculty member's extended absence from full-time service.

The candidate will systematically assemble a Professional Record providing evidence in support of

- **Teaching effectiveness**, defined in the CAH Guidelines to include "demonstrating responsiveness to concerns raised," "showing effectiveness in course design..., delivery..., and assessment," and "demonstrating a positive contribution to program, department, and/or university curriculum" (I.2, p. 5).
- **Scholarship**, providing evidence of at least two activities or equivalent in Category A and three activities in Category B per departmental standards within the period of review. Candidates must include letters of acceptance for scholarly activities that are forthcoming; and
- **Service**, defined in the CAH Guidelines as "serving on and contributing to at least two department-level committees. College, university, public, and professional service may substitute for these department-level committees" (I.2, p. 5).

The procedural guidelines for Tenure and Promotion from the department to college to university levels are specified in Section 24.7 of the CBA.

Faculty members may apply for early tenure, in accordance with CBA 24.4.3(b). The faculty member must demonstrate "exceptional achievements" in all three areas of review.

#### **V. Performance Criteria for Promotion to Full Professor**

Faculty at the rank of Associate Professor are not required to apply for promotion to the rank of Full Professor. However, faculty who choose not to apply for promotion to the rank of Full

Professors are still required to complete a Post-Tenure Review (see Section VI below).

Section 24.4.4 of the CBA stipulates eligibility for Promotion to the rank of Professor:

During or following their fifth (5<sup>th</sup>) year in rank as an associate professor at Central Washington University, faculty who demonstrate excellent performance in all three (3) elements of professional responsibility (teaching, scholarship/creative activities and service) may be considered for promotion to full professor.

The candidate will systematically assemble a Professional Record providing evidence in support of

- **Teaching excellence**, defined in the CAH Guidelines to include “at least three peer observations/evaluations since promotion that deem the candidate to be an excellent teacher”, “showing excellence in course design..., delivery..., and assessment”, and “demonstrating a significant contribution to program, department, and/or university curriculum” (I.2, p. 6)
- **Scholarship**, providing evidence of at least two refereed journal articles or a suitable combination of comparable activities in Category A and four activities in Category B per departmental standards within the period of review. Candidates should include letters of acceptance with publication dates for scholarly activities that are forthcoming. Faculty should demonstrate that at least one Category A achievement is independent of work done for their terminal degree.
- **Service**, delineated above in Section II.B.3, providing evidence of sustained contributions to departmental, university and professional life, with increasing service, particularly in leadership roles, to the institution, professional organizations or the community. “Sustained” can mean a variety of things, but faculty should be able to document the significant impact that their service has made, e.g., overseeing a curricular change in a major, organizing a regional conference, or leading a long-term community-based cooperative education project. The CAH Guidelines require that faculty members seeking promotion to full professor have served on “at least one university- or college-level committee and at least two department- or interdisciplinary program-level committees since tenure” (I.2, p. 7).

The procedural guidelines for Promotion to the rank of Professor from the department to college to university levels are specified in Section 24.7 of the CBA.

## VI. Performance Criteria for Post-Tenure Review

Section 24.3.3 of the CBA stipulates that:

In the fifth (5<sup>th</sup>) year following the granting of tenure, faculty members will submit their Professional Records for Post-TR during the fall quarter, and every fifth (5<sup>th</sup>) year thereafter, as established in the Academic Calendar; provided that this requirement will not apply to faculty who have been accepted into Phased Retirement, or who have submitted a signed notice of retirement effective at the conclusion of their review year. Promotion in rank will be considered the equivalent of Post-TR, and a subsequent Post-TR will occur five (5) years following the promotion.

For faculty at the rank of **Associate Professor**, departmental expectations are that they are progressing toward eligibility to apply for promotion to the rank of Full Professor (see Section V above). Even if faculty do not apply for promotion, they are required to assemble a Professional Record for Post-TR providing evidence in support of their development of

- **Teaching excellence**, delineated above in Section II.B.1 and Section V, for the five-year period of review;
- **Scholarship**, providing evidence of at least one activity in Category A and at least two activities in Category B per departmental standards within the five-year period of review; and
- **Service**, delineated above in Section II.B.3, which includes continuing service on university committees, as well as participating in departmental committees as needed, for the five-year period of review.

For faculty at the rank of **Full Professor**, departmental expectations are that they will maintain the excellence established in the three areas of faculty work. The faculty member will systematically assemble a Professional Record for Post-TR, providing evidence in support of

- **Teaching excellence**, delineated above in Section II.B.1 and Section V;
- **Scholarship**, providing evidence of at least one activity in Category A and at least two activities in Category B per departmental standards within each five-year period of review; and
- **Service**, delineated above in Section II.B.3, which includes continuing service on university committees, as well as participating in departmental committees as needed, and will normally involve some leadership positions (e.g., chairing a committee, leading a task force).

The procedural guidelines for post-tenure review from the department to college to university levels are specified in Section 24.7 of the CBA.

## VII. Merit Increases for Full Professors

According to Sections 18.4.1/2 of the CBA, full professors who are up for Post-TR will be eligible for merit pay if they meet criteria of excellence in teaching, scholarship, and/or service. The department's criteria for excellence in these three areas are described below.

### A. Excellence in teaching for the purposes of merit increases

For purposes of merit increases, expectations in teaching are higher than those pertaining to promotion to full professor and are evaluated in a holistic manner. Through SEOs, peer observations, and other teaching evidence, faculty must demonstrate *superior* teaching, as defined by the standards for promotion as well as the following five elements (developed by the Faculty Senate Evaluation and Assessment Committee):

- **Content expertise**: demonstrated through publication in fields relevant to faculty's teaching obligations, but also student evaluation and peer observation, focusing on accuracy and appropriate level of information presented to students, and students' confidence in the instructor's knowledge.
- **Instructional design skills**: demonstrated through student evaluation, peer observation, and course materials, focusing on how information and learning activities are designed and sequenced.
- **Instructional delivery skills**: demonstrated through student evaluation, peer

observation, and course materials, focusing on communication skills, enthusiasm, clarity of syllabi, handouts, and feedback to students.

- **Instructional assessment skills:** demonstrated through student evaluation, peer observation, and course materials, focusing on how student learning is assessed, and whether students are receiving meaningful and timely feedback on their work.
- **Course management skills:** demonstrated through student evaluation and peer observation, focusing on cultivating a respectful and professional learning environment.

We define superior teaching, or teaching that supports a merit increase for full professors, as teaching which:

- meets all the criteria for teaching excellence (see Sections II.B.1 and V above), **and**
- is judged to be *above-average* on *all five* of the above elements, **and**
- is judged to be *excellent* on *at least three* of the above elements.

Candidates are encouraged to demonstrate superior teaching through a consideration of SEOI scores and comments, as well as peer observations and other teaching materials.

### **B. Excellence in scholarship for the purposes of merit increases**

Excellence in scholarship is demonstrated by the faculty member having at least **two** accomplishments in Category A and **four** accomplishments in Category B in the period under review. Faculty may solicit external reviews of their scholarship if they desire.

### **C. Excellence in service for the purposes of merit increases**

Excellence in service reflects an ongoing commitment to and involvement in the professional activities associated with a faculty member's expertise. Faculty excellence in their contributions to the university community, professional communities of scholars, and the citizenry must evidence a central role in the activities of those communities. Whereas faculty are expected to meet the standard requirements of service for RTP and Post-TR, as outlined in Section II.B.3 above, meritorious service will be evidenced by such activities as (but not limited to):

- The chairing of committees at this university, especially outside the department
- Holding office in international, national or regional professional organizations
- Directing, organizing or co-organizing conferences of international, national or regional professional organizations
- Editing or serving on the editorial board of a professional, peer-reviewed journal or related periodical publication
- Acting as principal investigator for a funded grant proposal that enriches the curriculum or supports the university/community liaison
- Presenting papers to the university or local community
- Receipt of university, college or other pertinent service award

## **VIII. Merit Salary Increases for Department Chairs**

Those chairs who are judged at the conclusion of their four-year term to be excellent in chairpersonship will receive a three percent (3%) increase in their base salary. Chairs who

are full professors will also be eligible for the merit increases for full professors, if they are excellent in teaching and/or scholarship, in addition to their excellence as chair. See Section 18.5 of the CBA and the CAH Guidelines, which ask chairs to demonstrate excellence in at least three of the following areas: recruitment/retention of students, mentoring of faculty, curriculum management, budget management or strategic planning, personnel management, and external relations (I.2, p. 8).

## **IX. Performance Criteria for Non-Tenure-Track Faculty Review**

Non-tenure-track appointments are outlined in Section 10 of the CBA.

1. Each review will pertain solely, but comprehensively, to contracted assignments.
2. The department chair and the personnel committee will review each such faculty member's performance at least once each academic year. However, reviews must occur before any decision to issue a subsequent contract.
3. The reviews **must include** an evaluation of *teaching effectiveness* – based on the faculty member's teaching materials, with syllabi in compliance with CWUP 5-90-040(41), including appropriate writing requirements for classes designated (W), and course content in keeping with departmental curriculum requirements.

4. Section 10.2 of the CBA requires that

Non-tenure-track faculty on annual or multi-annual contracts shall be evaluated by their department chair and personnel committee at least once per academic year. Evaluations shall be based on the contracted work performed since the previous review period or date of hire, whichever is more recent.

The department requires a peer observation at least once every two years.

5. Materials that must be included in evaluation: a reflective self-statement, all SEOIs for the period under review, syllabi, and formal peer observation forms.
6. The reviews must include examination of documentation of *scholarship and/or service accomplishments if and only if contractually pertinent*.
7. Non-tenure track faculty members shall have ten working days to review committee letters and submit letters correcting errors of fact prior to the submission of the file to the Dean.
8. The reviews must be uploaded into the Faculty180 system. Copies of their written reports will be made available to each person being evaluated.
9. The department is an academic community, which includes both tenured/tenure-track and non-tenure-track faculty. All members are expected to attend department meetings, respond promptly to emails or other communication from fellow faculty and administrators, and generally work cooperatively and professionally with colleagues.

## **X. Promotion to Senior Lecturer Status and Senior Lecturer Merit Awards**

### **A. Promotion to Senior Lecturer Status**

The CBA stipulates that non-tenure-track faculty may be promoted to Senior Lecturer if they

meet the following qualifications: “A minimum of five (5) years’ faculty experience at the University, completion of at least one-hundred thirteen (113) workload units, and demonstrated excellence as determined through a substantive review of the faculty member’s cumulative performance conducted by the department and Dean” (Section 8.2.5).

For the purposes of this promotion, “excellence” for a non-tenure-track faculty member will mean meeting the following standards:

- Including at least three peer observations that deem the candidate to be an excellent teacher
- Showing excellence in course design, delivery, and assessment

### **B. Merit Increases for Senior Lecturers**

The CBA further stipulates that Senior Lecturers may apply in spring quarter for a 3% merit salary increase “after completing at least five (5) years and at least one hundred thirteen (113) workload units while in senior status” (Section 18.6). It is also stipulated that the standards for such an award of merit are to be determined by each department (Section 10.3.2).

For the purposes of this promotion, “excellence” for a Senior Lecturer will mean meeting the following standards:

- Including at least three peer observations that deem the candidate to be an excellent teacher
- Showing excellence in course design, delivery, and assessment

As with the promotion to Senior Lecturer, if the applicant is contracted for nonteaching obligations, those duties should be evaluated as well – again, using (not the standards for Full Professors, but) whatever standards the personnel committee deems appropriate given the kinds and extent of the duties involved.

The CBA outlines the following evaluation process: “Applicants for promotion to senior status or for an award of merit should submit, along with their Professional Record, a letter outlining how they have met their relevant department standards for promotion to senior status or for a merit award” (Section 10.3.1). Those materials will be reviewed by the department chair and the department personnel committee, who will make a recommendation – either endorsing or rejecting the application – to the Dean. As specified in Section 10.3.2, the Dean shall then decide whether to accept the application based on their own review, which will include consideration of the letters from the chair and department personnel committee.

## **XI. Department of Philosophy & Comparative Religion Personnel Committee Procedures**

Section 24.6.1 of the CBA stipulates that:

Department personnel committees will be composed of tenured faculty and must include at least three (3) members. Voting committee members must be at or above the rank under consideration. In the case where fewer than three (3) department members are eligible to be on the committee, the committee will include appropriate faculty from another department.

(a) The personnel committee, including any appropriate faculty from another department, will be elected by the tenured and tenure-track faculty within the department.

(b) The department personnel committee is responsible for evaluating the Professional Record and

providing written recommendations to the Dean.

- (c) The department chair will not serve on the department personnel committee. The chair and the department personnel committee will conduct separate evaluations and make independent recommendations to the Dean.

In addition, the Department of Philosophy & Comparative Religion personnel committee shall abide by the following further policies and procedures:

1. The chair of the department personnel committee for the following academic year shall be elected by the current committee members at the end of each spring quarter.
2. The chair of the department personnel committee shall be responsible for:
  - a. convening and presiding over committee meetings, as warranted, and
  - b. coordinating reviews of tenured, tenure-track, and non-tenure-track faculty.
3. Each personnel committee letter shall be jointly drafted and revised, and signed by each member of the committee.
4. Faculty concerns regarding evaluation may be addressed to any sitting member of the personnel committee.

Furthermore, Sections 24.7.4/5 of the CBA stipulate the procedure for RTP and Post-TR candidates at the departmental level:

During the department review:

- (a) Tenured and tenure-track faculty members in a candidate's department may review and discuss the Professional Record of any and all departmental faculty involved in RTP and Post-TR and may enter into the file written, signed, comments based on approved departmental criteria. Any faculty member who submits a comment is expected to notify the candidate.
- (b) Directors of interdisciplinary programs in which a faculty member teaches may submit letters of evaluation of the faculty member prior to review by the department personnel committee. Directors must base their evaluative letters on the criteria of the home department of the faculty member under review.
- (c) The department chair and the department personnel committee will write independent evaluations and recommendations of each candidate by the deadline listed in the Academic Calendar. This documentation, and any written, signed, comments submitted to the chair or the department personnel committee by departmental faculty, will become part of the candidate's Professional Record.
- (d) The department chair and department personnel committee will work with the faculty member to ensure that the file is complete for the purpose of documentation prior to the date it is locked for review.

After the departmental review period ends:

- (a) The candidate will be permitted five (5) working days to review the letters of recommendation submitted by the department personnel committee and the department chair. In the event that either letter contains errors of fact or raises issues of insufficient documentation of accomplishments claimed by the candidate, the candidate may submit a letter correcting the errors of fact and/or provide requested documentation to confirm accomplishments from the review period identified in the Professional Record. The department chair will acknowledge receipt of any such letter and/or documentation in writing and will notify the candidate and the department personnel committee of any action taken as a result.
- (b) The letters of recommendation from the personnel committee and chair, along with any correspondence/confirming documentation submitted by the candidate, will be added to the Professional Record, which will then be submitted for the college review.

In addition to the above duties and procedures, the personnel committee will continue to

monitor the department's personnel policies and procedures (in keeping with the CBA), suggesting changes whenever they seem warranted and submitting any such changes to the whole department for discussion, followed by a vote by the T/TT/SL faculty (see Section XII below).

## **XII.Amendment**

Amendments to these Personnel Policies and Performance Criteria may be proposed by any member of the department (though most commonly by the personnel committee). Adoption of any amendment shall require discussion amongst the faculty of the department as a whole. Following such discussion, adoption of the amendment shall be determined by a majority vote of the tenured, tenure-track, and senior lecturer members of the department.

## **Appendix A: Helpful Links**

Collective Bargaining Agreement:

<https://www.cwu.edu/about/offices/provost/faculty-relations.php>

University Faculty Criteria Guidelines:

<https://www.cwu.edu/about/offices/provost/faculty-relations.php>

CAH Faculty Performance Evaluation Criteria and Guidelines:

<https://www.cwu.edu/academics/colleges/college-arts-humanities/faculty-staff-resources/index.php>

## **Appendix B: Faculty180 Checklist**

This checklist is intended as a tool to help faculty members fulfill the requirements listed in these Personnel Policies and Performance Criteria as they upload material into Faculty180. In case of any discrepancy, these Personnel Policies and Performance Criteria should be taken as the authoritative description of what is required. Faculty members should consult with the department chair or any member of the personnel committee if they have more specific questions about how to submit an accurate and complete file in Faculty180.

This checklist describes what the faculty member is responsible for submitting. These materials are required unless identified as optional. *Notes in italics refer to what should show up automatically.*

All of these materials refer to those relevant to the period under review.

### **Teaching: Courses Taught**

For each class:

\_\_\_ syllabus

\_\_\_ peer observation (if any)

\_\_\_ letters/notes from students (if any)

\_\_\_ optional: any teaching materials that you would like to highlight (e.g., grading rubrics, innovative assignments)

\_\_\_ curriculum development and assessment materials (see CAH guidelines)

\_\_\_\_\_ samples of student work (see CAH guidelines)

*SEOs for each course with more than 5 enrolled students should show up automatically.*

### **Teaching: Other Instructional Activities/Accomplishments/Innovations**

\_\_\_\_\_ identify how many senior theses you've supervised

\_\_\_\_\_ any other evidence of mentoring student scholarship, including SOURCE or independent study projects

### **Teaching: Graduate Advising**

\_\_\_\_\_ identify any graduate committees you have served on (if any)

### **Scholarship and Creative Activities**

\_\_\_\_\_ list all Category A and Category B scholarship activities, including ones in progress

\_\_\_\_\_ for each published or presented work, attach documentation of its publication or presentation.

\_\_\_\_\_ for works that have been accepted but not yet presented or published, attach the letter of acceptance. List the date of forthcoming work as the last quarter within the period of review, until it is published (when the date should be updated).

\_\_\_\_\_ optional: for works that have been submitted but not yet accepted, attach confirmation of submission. This is particularly important if you need to demonstrate the promise of future publication or presentation. List the date of submitted work as the quarter in which it was submitted, until it is accepted or published (when the date should be updated).

\_\_\_\_\_ for each published or presented work, attach a copy of the work, or some part of it (e.g., the introductory chapter of the book).

### **Scholarship and Creative Activities: Grants**

\_\_\_\_\_ list any grants for which you have applied

\_\_\_\_\_ attach documentation for grants that have been approved

### **Service: University/College/Department Committees**

\_\_\_\_\_ list any service activities within the university

\_\_\_\_\_ attach documentation that demonstrates the impact and scope of your service. We strongly encourage faculty to provide such documentation so that your accomplishments are clear to evaluators at all levels of review.

### **Service: Other University/Professional/Public**

\_\_\_\_\_ list any service activities within the university

\_\_\_\_\_ list any service activities outside the university (e.g., in the community or professional organizations)

\_\_\_\_\_ attach documentation that demonstrates the impact and scope of your service, such as chair or program director evaluations, or supporting letters from committee chairs. We strongly encourage faculty to provide such documentation so that your accomplishments are clear to evaluators at all levels of review.

### **Other: Professional Development**

\_\_\_ list any professional workshops or trainings that you have attended

\_\_\_ attach documentation for those workshops or trainings

**Other: Honors and Awards**

\_\_\_ list any honors or awards that you have earned

\_\_\_ attach documentation for those honors or awards

**Faculty Evaluation: Copy of Original Signed Contract Letter**

\_\_\_ copy of signed contract. List the end date as “ongoing.”

**Faculty Evaluation: Self-Statement**

\_\_\_ current curriculum vitae

\_\_\_ self-statement reflecting on teaching, scholarship, and service

\_\_\_ for visibility, upload any peer observations here

\_\_\_ optional: letters of support or evaluations addressing teaching, scholarship, and/or service.

These letters can either be given to the faculty member directly or to the chair of the personnel committee to be uploaded.

**Faculty Evaluation: Department/College Standards**

\_\_\_ attach the version of the department personnel policy and performance criteria that was in effect at the start of the tenure-track appointment. In the cases of Post-TR or promotion to Full Professor, attach the version of the policy that was in effect at the start of the current Post-TR period (CBA 24.2.2).

**Faculty Evaluation: Prior Recommendation Letters From All Prior Reviews**

\_\_\_ letters from all prior reviews. Letters from previous reviews can be found under “Evaluations” in the left-hand menu. List the end date as “ongoing.”

When you have finished uploading material, confirm the accuracy and completeness of your file by seeing what it will look like from a reviewer’s perspective: on the Faculty180 main menu, go to the “Vitas and Biosketches” section, and click on the appropriate review (e.g., 2<sup>nd</sup> year reappointment).

# Appendix C: Peer Observation of Teaching Form

## Peer Observation Form

Instructor Observed \_\_\_\_\_ Qtr \_\_\_\_\_ Yr \_\_\_\_\_

Course Number \_\_\_\_\_ Course Title \_\_\_\_\_

Observers may request a copy of the course syllabus. Observers are encouraged to meet with the observed faculty member following the class visit, in order to discuss their comments.

### Observer's Report: Perceptions and Comments

Check appropriate box

	Evaluated Element	Exceeds expectations	Meets expectations	Does not meet expectations	Comments and suggestions
1	The Instructor is knowledgeable and displays a clear understanding of the course and its objectives.				
2	The Instructor is prepared and provides appropriate explanations, examples, support materials, etc., for the class activities.				
3	The Instructor teaches at a level appropriate to this course.				
4	The Instructor is an effective communicator, both speaking and listening.				
5	The Instructor provides useful and constructive criticism.				
6	The Instructor encourages student input/participation.				
7	The course appears to develop the creative and critical abilities of students, as appropriate to the course content.				
8	Students are engaged and appear to understand what is expected of them.				
9	During the time period observed, the Instructor demonstrated effective teaching.				

What are the strengths and weaknesses of the instructor's teaching, based on this observation? (use back of page or separate sheet if necessary)

Name (print) of observer: \_\_\_\_\_

## Appendix D: Peer Observation Form – Online Classes

### Peer Observation Form – Online Classes

Instructor Observed \_\_\_\_\_ Date \_\_\_\_\_ Observer \_\_\_\_\_

Course Number \_\_\_\_\_ Course Title \_\_\_\_\_ Quarter \_\_\_\_\_

#### Observer's Report: Perceptions and Comments

Check appropriate box

	<b>Evaluated Element</b>	<b>Exceptionally effective, innovative or noteworthy</b>	<b>Meets expectations professionally &amp; responsibly</b>	<b>Could improve</b>	<b>Comments and suggestions</b>
1	<b>Preparation</b> Course site was well-prepared and well-organized.				
2	Material was logically sequenced and in alignment with the course goals and outcomes.				
3	<b>Presentation</b> Material was explained in an understandable but not oversimplified way.				
4	Where examples, illustrations, activities, and technology were used by the instructor to enhance learning, they were relevant, clear and effective.				
5	Instructor planned, modeled and encouraged intellectual and imaginative engagement with the subject.				
6	<b>Instructor/Student Interaction</b> Instructor showed respect and fairness in their interactions with students.				
7	Instructor created a positive online environment in that students seemed to know what was expected of them in relation, for example, to participation, group discussions, or assignments.				
8	Instructor demonstrated ongoing engagement with the students, such as providing recorded lectures, synchronous lectures or discussions, or other instructor-generated content.				

## **Approvals**

*Approved by Faculty of the Department of Philosophy and Comparative Religion, January 2024*

*Approved by Dean, January 2024*

*Approved by Provost, January 2024*